

PART 5307--ACQUISITION PLANNING

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SUBPART 5307.1--ACQUISITION PLANS**5307.103 Agency-head responsibilities.**

(c)(i)(C) Written acquisition plans (APs) shall be prepared for the following:

(1) All Class IV and V modification acquisitions (see AFR 57-4) when the estimated total acquisition cost is \$5,000,000 or more.

(2) All high risk Class V modifications. (See Table 2 of AFR 57-4).

(3) Other acquisitions involving Other Contracting (see 5302.101) at the discretion of the principal staff officer responsible for contracting at the major command headquarters.

(d) APs for Major Programs, Selected Programs or Other Programs shall include all major subsystems, government-furnished equipment, major component contractual actions, and all other contracts which have a significant effect on the total program.

5307.104-90 Air Force procedures for Acquisition Plans.

(a) **General.** Heads of contracting activities or designees shall prescribe internal procedures to ensure compliance with the requirements in FAR 7.103, as supplemented in the DFARS and AFFARS. Such regulations shall establish internal procedures for preparing, coordinating, updating, and implementing APs, in general, and establishing review, signatory, and approval levels for APs that do not require approval by the SPE.

(b) Approval requirements.

(1) Acquisition plans for the following acquisitions require SPE approval. SPE approval authority has been delegated, without power to redelegate, to the Principal Deputy Assistant Secretary of the Air Force (Acquisition & Management) (PDASAF(A&M)).

(i) All research and development acquisitions, when the estimated total value of the contract(s) within the acquisition is \$25 million or more. However, SPE approval is not required when the Air Force is acting as the contracting agent for another agency (e.g., DARPA or SDIO) to acquire basic and applied research, if that agency applied the broad agency announcement procedure as defined in FAR 6.102(d)(2).

(ii) All production acquisitions requiring determination

and findings per FAR 6.202(b), when the estimated total value of the contract action(s) is \$30 million or more for all years, or \$15 million or more for any fiscal year.

(iii) All communications and computer acquisitions not integral to a weapon system, when the estimated total value of the contract(s) within the acquisition is \$100 or more million. Note: if the acquisition is \$25 million or more in RDT&E funds, subparagraph (1)(i) above applies.

(iv) All other acquisitions that are planned noncompetitive or first time competitive when the estimated total value of the contract(s) within the acquisition is \$200 million or more. APs for repetitive or follow-on production contracts do not require SPE approval.

(2) PEOs shall approve all acquisitions for Major and Selected Programs that have been designated PEO programs, except for acquisitions requiring SPE approval. The PEO may redelegate to the approval authority for acquisitions below \$25M.

(3) DACs shall approve all acquisitions for Major Programs not assigned to a PEO and Other Programs, except for acquisitions requiring SPE approval. The DAC may redelegate approval authority for acquisitions below \$25M.

(4) Other Contracting and programs not assigned to a PEO or DAC, which do not require SPE approval, shall be approved in accordance with the command procedures.

(c) APs requiring Final Acquisition Action Approval (FAAA) by the SPE.

(1) SAF/AQCS furnishes SPE AP approval to the contracting activity by memorandum entitled, "Final Acquisition Action Approval (FAAA)," outlining any restrictions (exceptions) which have been imposed. SAF/AQCS prepares and processes FAAAs. SAF/AQCS shall monitor clearance of the Exceptions noted in the FAAA in accordance with the procedures set forth in 5306.304(a)(4)(90). When an AP and justification and approval (J&A) require SPE approval, the J&A documentation should be submitted concurrently with the AP. Anticipate 45 days for staffing and issuance of the FAAA after receipt by SAF/AQCS.

(2) When AP approval by the SPE is required, the following procedures apply—

(i) APs requiring SPE approval shall be signed by the

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contracting officer, chief of the contracting office, and program manager. Additionally, for AFMC PEO actions, APs requiring SPE approval shall be signed by the BOCO and for AFMC DAC actions, by the Senior Center or Laboratory Contracting Official. The responsible PEO or DAC shall also sign the AP prior to submitting it to SAF/AQCS for SPE approval. For Other Contracting and programs not assigned to a PEO or DAC, signature shall be in accordance with command procedures.

(ii) For Major and Selected Programs, the PEO shall forward the AP to SAF/AQCS prior to solicitation release. For AFMC, the PEO shall simultaneously submit a copy of the AP to AFMC/PK. AFMC/PK shall review, resolve comments and forward any AP change pages to SAF/AQCS within 15 working days. If comments cannot be resolved, AFMC/PK will forward unresolved comments to SAF/AQCS within 15 working days. SAF/AQCS shall begin internal review of the AP upon receipt from the PEO and will release the document for SAF/AQ staffing after receipt of the results of the AFMC/PK review. Within five working days of receiving the AP from the PEO, SAF/AQCS shall send the PEO and major command contracting activities written authorization identifying the 15th calendar day after SAF/AQCS received the plan. The contracting officer may release the solicitation on or after the specified date, unless directed otherwise by the SPE. SAF/AQCS shall verbally communicate SPE direction to stop release of the solicitation, followed up by written cancellation or amendment of the authorization to the PEO. In this case, the contracting officer shall not release the solicitation until the FAAA is signed or a revised date is specified in the amendment. After release of the solicitation, negotiations shall not commence (see 5306.003) nor shall sealed bids be received until the FAAA is signed by the SPE.

(iii) For AFMC Major Programs not assigned to a PEO and Other Programs, procedures for processing the AP after signature by the DAC are the same as for PEO programs, except authorization and SPE directions will be sent to the Senior Center Contracting Official with an information copy to AFMC/PK.

(iv) For Other Programs assigned outside AFMC. After signature the AP will be submitted to the major command principal staff officer (or designee) responsible for contracting at the command headquarters, who has been delegated the responsibility for initial reviews as a service to the ASAF(A)). The AP will be forwarded by the major command to SAF/AQCS within 30 calendar days or when problems have been resolved, whichever occurs earlier. The major command's transmittal letter will address any unresolved issues and include a recommendation regarding solicitation release. Within five working days of

receiving the AP from the major command, SAF/AQCS will send the major command contracting activity a written authorization to release the solicitation immediately, unless major issues precluding solicitation release have been identified and the SPE has directed that the solicitation not be released. SAF/AQCS shall verbally communicate SPE direction to stop release of the solicitation followed up by written cancellation or amendment of the authorization. In this case, the contracting officer shall not release the solicitation until the FAAA is signed or a revised release date is specified in the amendment. After the solicitation has been issued, negotiations shall not commence (see 5306.003) nor shall sealed bids be received until the FAAA is signed by the SPE.

(v) For Other Contracting, the HCA (or designee) may authorize solicitation release after the AP is reviewed for adequacy and forwarded to SAF/AQCS. For AFMC, the procedures for processing the AP after signature are the same as for PEO programs, except HQ AFMC/PK may authorize solicitation release after completing the acquisition plan review and SPE directions will be sent to the Senior Center or Laboratory Contracting Official with an information copy to SAF/AQCS. After the solicitation is issued, negotiations shall not commence (see 5306.003) nor shall sealed bids be received until the FAAA is signed.

(vi) For acquisitions citing the authority of FAR 6.302-2 (unusual and compelling urgency), the contracting officer shall not release the solicitation until approval is received, except when approval will unreasonably delay the acquisition. When justified in accordance with FAR 6.302-2(c)(1), the solicitation may be released and the acquisition cycle continued (including contract award) prior to the signing of the FAAA. The contracting activity shall request the FAAA as early as possible.

(vii) For full and open competition acquisitions that support quick reaction capability (see AFR 57-5), the contracting officer may release the solicitation and continue the acquisition cycle up to, but not including contract award, prior to the signing of the FAAA. The contracting activity shall request the FAAA as early as possible.

(d) Review and coordination of AFMC Acquisition Plans.

(1) For AFMC PEO acquisitions, the SCCO shall be afforded three working days to review/comment on all APs for development/production actions (see 5302.101) of \$25,000,000 or more and APs for support/sustainment actions (see 5302.101) of \$15,000,000 or more prior to submission to the PEO, or other approval authority if delegated.

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(2) For AFMC DAC acquisitions, all APs for development/production actions (see 5302.101) exceeding \$25,000,000 and APs for support/sustainment actions (see 5302.101) exceeding \$15,000,000 shall be coordinated with the Senior Center or Laboratory Contracting Official.

(e) Changes. If a change occurs to the program which significantly affects the AP (e.g., scope, dollar value, contract type), the contracting officer shall submit a revised AP to the approval authority with a statement summarizing the changes. Procedures for processing changes to APs originally approved by the SPE will be in accordance with 5307.103-90(c). The revised AP should reflect the current status of the action(s) described. Changes in the AP shall be identified by a vertical bar in the right margin.

5307.104-91 Acquisition Strategy Panels (ASPs).

(a) General. An ASP shall be held for all acquisitions that require a written acquisition plan in accordance with DFARS 207.103(c) and AFFARS 5307.103(c)(i)(C), except acquisitions for basic and applied research (6.1 and 6.2 funds) and replenishment parts. MAJCOMs/FOAs/DRUs shall prescribe procedures for conducting ASPs. In general, each ASP should—

(1) Take place as early as possible in the acquisition planning process to develop a systematic and disciplined approach to achieve an efficient/effective acquisition; and

(2) Address user requirements, final acquisition objectives and the alternative methods to attain those objectives. The ASP shall address all relevant requirements of the written Acquisition Plan (see FAR 7.105 and supplements) and any other considerations needed to fully assess the planned acquisition approach.

(b) Responsibility for convening the ASP. For Major, Selected and Other Programs, the System Program Director (SPD), Program Director (PD) or Program Manager (PM) has responsibility for convening the ASP. For other acquisitions, the contracting officer is responsible for initiating the ASP, which will be convened in accordance with procedures established in the MAJCOM, FOA or DRU supplement.

(c) ASP Chairpersons. Authority to chair ASPs has been delegated to the PEOs and DACs for acquisitions in their assigned programs (see AFFARS 5301.601-92(d)). ASPs for other acquisitions in AFMC shall be chaired in accordance with procedures in the command supplement. In MAJCOMs other than AFMC, the MAJCOM Director of Contracting will chair the ASP. In other organizations, ASPs will be chaired in accordance with procedures in the organization's supplement. The ASP chairperson may designate another official to chair an ASP and may approve

waivers to ASP requirements, in accordance with procedures in MAJCOM, FOA or DRU supplements. The rationale and approval for all ASP waivers must be documented in the contract file.

(d) ASP Membership. The ASP chairperson has responsibility for selecting ASP members, as follows—

(1) Legal, engineering, comptroller, and contracting communities and the user organization(s) shall be invited to participate. For major, selected and other programs that require SPE approval of the acquisition plan, representatives from the Air Force Secretariat, the Air Staff, and HQ AFMC (if applicable) in each of these functional areas will also be invited. For acquisitions using formal source selection procedures subject to Appendix AA, see AA-202.

(2) Additional members should be invited as appropriate for the specific acquisition. The ASP chairperson should consider representatives from other disciplines, such as test and evaluation, logistics, manufacturing, quality assurance, competition advocate, base environmental, safety, bioenvironmental and medical (occupational health).

(e) The ASP chairperson shall ensure that minutes are prepared and distributed to principal attendees and that written recommendations are provided to the program manager or other individual with responsibility for preparing the acquisition plan. Written acquisition plans should be consistent with ASP discussions and any recommendations. Copies of the ASP minutes, the written recommendations and disposition of any written recommendations should be included in the contract file.

(f) The person responsible for convening the ASP should consider reconvening the ASP if significant changes in program baseline or acquisition strategy occur.

5307.105 Contents of written Acquisition Plans.

(a) Acquisition background and objectives. The AP preparer shall ensure that reviewers at all management levels have access to documents referenced in the AP. Accomplish this by providing the document, reproducing and attaching pertinent extracts, or quoting the reference within the body of the plan, whichever is most practical. Documents may be referenced provided they can be made available for immediate use if needed by the reviewing officials.

(a)(70) Applicability of a Decision Coordinating Paper (DCP), Defense Acquisition Board (DAB), and/or Internal Service Reviews. Use the AP to develop the acquisition methodology contained in the DCP and to support review actions of the Air Force Systems Acquisition Review

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Council (AFSARC) or the DAB. The plan also becomes an integral part of the program management plan (PMP).

(b) Plan of action.

(2) *Competition.* APs shall evaluate multiple sourcing considerations. If appropriate, include a plan for developing multiple production sources in the production stage.

(4) *Contracting considerations.* Identify program strategy for selecting items to be warranted, the types of warranties to be used, and the methods for requesting and evaluating warranty proposals. Identify any existing or contemplated waivers.

(12) *Logistics considerations.* Describe the spare parts acquisition strategy to include competition and identifying direct purchase from actual manufacturing sources.

(16) *Security considerations.* APs which do not contain classified information shall be marked "FOR OFFICIAL USE ONLY" and be handled accordingly.

(17) *Other considerations.* If any contract(s) under the AP will authorize decentralized ordering (i.e. ordering by a contracting office at any other location), describe the oversight procedures for tracking orders, enforcement of contract terms and conditions, and prevention/identification of abuses, such as issuance of out-of-scope orders (see 5316.506-90).

SUBPART 5307.3--CONTRACTOR VERSUS GOVERNMENT PERFORMANCE

5307.306 Evaluation. (b) Negotiation. See 5308.705(f) for procedures relating to cost comparison studies involving the acquisition of services from workshops for the blind or severely disabled.

5307.390 Implementation of the right of first refusal.

(a) For detailed procedures related to contracting officer responsibilities in implementing the right of first refusal, see AFR 26-1, Manpower Policies and Procedures, Commercial Activities Program, paragraph 16-8.

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TABLE 5307-I
Acquisition Plan
Approval & Signature Requirements

AUTHORITY LEVELS

Type action <u>Est. Value</u>	Programs Assigned to a PEO		AFMC Programs Not Assigned to a PEO		Other Contracting & Programs Not Assigned in AFMC	
	<u>PEO</u>	<u>SPE****</u>	<u>DAC</u>	<u>SPE****</u>	<u>Command /CC</u>	<u>SPE****</u>
R & D						
\$5M - \$25M	Approve**		Approve**		Approve***	
\$25M or more	Sign	Approve	Sign	Approve	Sign	Approve
First Time Competitive						
\$15/30M* - \$200M	Approve**		Approve**		Approve***	
\$200M or more	Sign	Approve	Sign	Approve	Sign	Approve
Production, Follow On, Not First Time Competitive						
\$15/30M* or more	Approve**		Approve**		Approve***	
Other, Non-Competitive						
\$15/30M* - \$200M	Approve**		Approve**		Approve***	
\$200M or more	Sign	Approve	Sign	Approve	Sign	Approve
Class IV/V Modification						
\$5M - \$200M	Approve**		Approve**		Approve***	
\$200M or more	Sign	Approve	Sign	Approve	Sign	Approve
High Risk Class V Modification						
0 - \$200M	Approve**		Approve**		Approve***	
\$200M or more	Sign	Approve	Sign	Approve	Sign	Approve
Alternate Source Production under FAR 6.202(b)						
\$15/30M* or more	Sign	Approve	Sign	Approve	N/A	N/A
Communications/Computer, Not Integral to a Weapon System						
\$15/30M* - \$100M	Approve**		Approve**		Approve***	
\$100M or more	Sign	Approve	Sign	Approve	Sign	Approve

Notes:

*—Refers to \$15M or more in any fiscal year or \$30M or more for all years (see DFARS 207.103(c)(i)(B)).

**—The PEO/DAC may delegate approval authority for Acquisition Plans below \$25M.

***—Acquisition plans for Other Contracting and Programs not assigned to a PEO or DAC that are not subject to SPE approval shall be approved in accordance with regulations established by the major command (see AFFARS 5307.103-90(b)(4)).

****—SPE approval authority for Acquisitions Plans has been delegated, without power to redelegate, to the Principal Deputy Assistant Secretary of the Air Force (Acquisition & Management)(PDASAF(A&M)).

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